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STARS USER MANUAL

CANCEL FORM INSTRUCTIONS

The following table describes the data elements of the CANCEL form.

You can cancel multiple warrants on one form, regardless of the type.

| Data Element | Description |
|---------------------------|---|
| AGENCY NAME | Enter the name of the agency that issued the warrant. |
| AGENCY CODE | Enter your three-digit agency code. If this is a payroll warrant, the agency code should be 142. |
| CONTACT NAME | The person to contact for questions regarding the cancellation. |
| PHONE # | Phone number of the contact person. |
| DATE | Current date. |
| NORMAL CANCELLATION | Mark this box if you have the warrant to attach to the form. Otherwise, leave blank. If this is a payroll warrant, use the Payroll Cancellation box instead. |
| LOST CANCELLATION | Mark this box if you are processing a Lost Cancellation and have a completed Affidavit form to attach. Otherwise, leave blank. If this is a payroll warrant, use agency 142 and the Lost Payroll Cancellation box instead. |
| PAYROLL CANCELLATION | Normally only used by the State Controller's Office Division of Statewide Payroll for Manual voids. |
| LOST PAYROLL CANCELLATION | Mark this box if you are processing a Lost Payroll Cancellation and have a completed Affidavit form to attach. Otherwise, leave blank. Send these to the State Controller's Office Division of Statewide Payroll. |

| Data Element | Description |
|-------------------------------|--|
| FORGERY CANCELLATION | Mark this box if you are processing a Forgery Cancellation and have a completed Affidavit form to attach. Otherwise, leave blank. If this is a payroll warrant, use agency 142. |
| EFT CANCELLATION | For SCO use only. |
| MISCELLANEOUS CANCELLATION | Mark this box if you have a memo to attach. Otherwise, leave blank. |
| DOCUMENT NUMBER | Enter the document number you used to issue the warrant, if readily available. |
| WARRANT NUMBER | Enter the nine-digit warrant number of each warrant you are canceling. |
| AMOUNT | Enter the amount of each warrant you are cancelling. |
| TOTAL | Enter the total of all warrants you are submitting for cancellation. |
| REASON FOR CANCELLATION | Enter the reason for cancellation. |
| DATE CANCELLED | Leave blank. SCO will enter this date when they cancel the warrant. |
| CANCELLED BY | Leave blank. SCO will enter this information when they cancel the warrant. |